Volume V, Section 1 – Direct Loan & Pell Grant Combination System Supplement Implementation Guide

Overview

Welcome to Volume V of the Common Origination and Disbursement (COD) Technical Reference. As an EDExpress for Windows user, you are a full participant. Be sure to also read the *2003-2004 COD Technical Reference, Volume I: Getting Started* and *Volume II: Common Record Full Participant Technical Reference*.

This volume of the *COD Technical Reference* contains all of the same technical system information about the William D. Ford Federal Direct Loan Program and the Federal Pell Grant Program that was found in the previous years' individual program Technical References. If you use a custom system or combination of systems, this volume provides you with the essential record layouts for using EDExpress with a combination of systems.

This volume also provides guidance for using EDExpress. Everything you need to know to use EDExpress for Windows (the free software package provided by the U.S. Department of Education) in combination with your own system or vendor-provided software is provided in this volume.

What It Means to Be a Combination User

As a financial aid administrator at a combination school, you are aware of how complicated the entire financial aid process can be. Fortunately, while the COD system may be new and unfamiliar, it improves the flow of financial aid processing and can streamline the workload in your financial aid office.

With the COD system, the basic process of submitting records and receiving responses changes little from what you know today if you use EDExpress with your mainframe or third-party software. EDExpress will act as an intermediary between the school's system and the COD system as far as XML is concerned. Your school's mainframe system provides data in a Flat File format which is imported into EDExpress. Then, on the export, EDExpress converts that data to the XML Common Record format that is required by COD. You then import the response file from COD into EDExpress and export the information you need for your mainframe or third-party software from EDExpress in the flat file format.
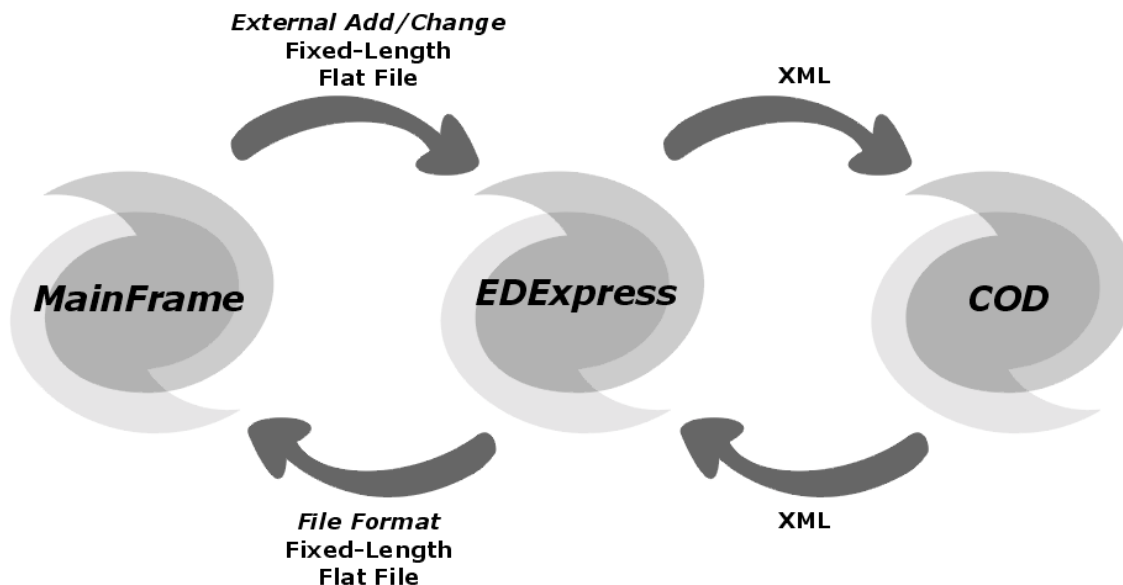
By 2004-2005, all schools must be XML compliant in order to exchange data with the COD system for processing Direct Loans and Pell Grants. If you use EDExpress, you are a Full Participant in the COD process, and we have done the programming work for you. Refer to Volume I – Getting Started for a complete explanation of XML and the common record process.

Note: Schools that use EDExpress software must contact COD School Relations and sign up to become a Full Participant. The contact information is as follows:

- 1-800-474-7268 for Pell Grant assistance
- 1-800-848-0978 for Direct Loan assistance
- **CODSupport@acs-inc.com**

Organization of this Guide

This Implementation Guide is a reference to assist school financial aid administrators who use EDExpress for Windows software in combination with their mainframe system or third-party software to process Direct Loans and/or Pell Grants. This guide also assists schools in implementing changes for the COD system for the 2003–2004 award year.

The following sections in Volume V contain pertinent combination system information:

- **Section 2: Combination System Message Classes**

- **Section 3: Combination System Record Layouts**

- **Section 4: Combination System Edits**

Changes to EDExpress for the COD System

Many updates to the EDExpress software were made to accommodate the change from the Direct Loan operations and Pell/RFMS systems to accommodate the COD "way of processing." EDExpress still contains separate modules for processing Direct Loan and Pell for the award year 2003-2004.

EDExpress Direct Loan and Pell users are Full Participants for COD in 2003-2004. They send and receive origination and disbursement data to and from COD using the Common Record XML format. If your school does not use EDExpress for all of its Direct Loan or Pell processing, you are not required to move to XML now, but you will need to modify your processes to accommodate the new fields and edits that are being implemented due to COD.

Below you will find the changes related to COD that have been made to EDExpress for Windows, Version 9.1.

- Entity IDs are entered in Setup (soon to be renamed to Routing IDs).

- Batches are now renamed "Documents" throughout the software.

- Acknowledgements are now renamed "Response" throughout the software.

- Disbursement Release Indicator (DRI) (formerly called "Payment Trigger in the 2002-2003 Technical References) for actual disbursements cannot be set to true more than 30/7/0 days in advance. (30 days only applies to Pell.)

    - Based on Funding Method.

    - Will apply to both Direct Loan and Pell Payment.

    - Funding Method will be defined in Setup.

- Pell and Direct Loan Disbursement Tabs

    - Pell looks more like Direct Loan because sequence numbers are required.

    - Disbursement Release Indicator was added. Schools can create Edit Only Disbursements at any time.

    - For Direct Loan the disbursement sequence #1s for all disbursements will be in sync for the Edit Only and Actual Disbursement sections on the Disbursement tab.

- External Add/Change Import is kept in a flat file format.

    - Schools do *not* have to change their current technology in order to participate if using these functions. However, any new fields added must be included in the flat file format.

- The new verification code of S imports from the Demo tab to the Pell tab.

- Pell and Direct Loan have only one Import Type and message class for Origination/Disbursement, receipts and responses: COMRECOP.

    - All origination (edit only) records, all disbursement records and all change records are returned in one message class. The TG# in the SAIG header is the same TG# that the file is sent back to.

    - Import Edit reports divide the XML response data blocks by transaction type for both Pell and Direct Loan (to keep the same look and feel schools currently are provided).

- Exports from EDExpress to COD are now one message class that combines originations, changes, and disbursements. You also have the option of exporting:

    - Pell only records.

    - Direct Loan only records.

    - All records (Direct Loan & Pell) ready to be batched.

        - Selection Criteria are available for both Pell and Direct Loan modules if All Records is selected.

- Estimated Disbursement Dates have been removed from Disbursement Profile in Direct Loan.

- Direct Loan Anticipated Disbursements Grid is renamed Edit Only Disbursements to more closely follow COD terminology.

- Direct Loan Disbursement Profiles are still required. (The new Pell Disbursement Profiles are optional.)

- The Disbursement Release Indicator (DRI) and Disbursement Profile Code are available under Multiple Entry for Pell. For Direct Loan, the DRI is set based on current edits.

   Note: Direct Loan Multiple Entry is already set up to *only* add actual disbursements; therefore, the DRI is not needed in this module.

- Estimated Disbursement Dates for Pell Payment have been removed from the Pell Tab.

- Disbursement Profiles are new for Pell.

   - Schools can create Pell Disbursement Profiles which are used to calculate Edit Only disbursements.

   - Use of the Pell Disbursement Profiles is not required.

   - Pell Disbursement Profiles include Disbursement Dates, which are used to create disbursement amounts. Once the profile is attached to a student record, you can have the software create disbursement records using the Calculate option on the Process menu (if an award amount is not present) or save on the Pell tab. The amount calculated or entered on the Pell tab is split evenly between the # of Disbursement Dates defined.

Business Rules

For a complete listing of all business rules affecting Full Participant schools please refer to the Implementation Guide found in the *2003-2004 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference.* Please note, there is a 2003-2004 Master Promissory Note and Disclosure.

The following are the most pertinent issues that may affect your combination system:

- Ancillary Services (for example, where to mail a MPN)

- MPN and Disclosure Statement (for example, use of the new PLUS MPN and PLUS Disclosure Statement)

Ancillary Services

All Master Promissory Notes (MPNs) must be mailed and accepted before the loans are booked. The hardcopy MPNs must be accompanied by a paper manifest that lists the borrower's name and MPN ID for each promissory note in the shipment. Also, the paper manifest provides a certification to be signed by an official at the school.

Note: For 2003-2004, schools send batches of MPNs with paper shipping manifests to the following address:

<div align="center">

Common Origination

P.O. Box 5692

Montgomery, AL 36103-5692

</div>

Sub/Unsub Master Promissory Notes and PLUS Master Promissory Notes must be batched separately and a separate paper manifest created for each. Each document may contain up to 100 notes. Additionally, separate documents (manifests) must be created for each Direct Loan school code. The MPN Manifest option is available through the EDExpress Print process.

Receiving MPN Responses

If you are using EDExpress for Direct Loan process you will not receive an acknowledgement from COD. Rather, you will receive a response. More information on this topic can be found in the *2003-2004 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference.*

Promissory Note Status

The Promissory Note status is also returned in the common record for schools that use EDExpress.

Promissory Note Rejects

Promissory Note Reject Codes indicate why a note is rejected. If a note is rejected, a new MPN must be printed with the corrected data and resubmitted to COD.

Promissory Notes that are rejected are generally handled through a manual process. Once the notes are received in the mailroom, the notes are manually inspected for missing or incorrect information. A generic checklist is used. If it is determined that there are errors or information is missing, the checklist is marked in the appropriate blank describing the error that needs to be corrected. The checklist and MPN are returned to the school or borrower.

However, two electronic error codes may be returned on a Promissory Note Response. These error codes are "01" and "S." The reject code "01"indicates a missing origination record and "S" indicates the sum of actual disbursements is greater than promissory note amount (PLUS loans only).

For a further explanation of these business rules, please refer to the Implementation Guide found in the *2003-2004 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference*. You may want to become familiar with all volumes in the *COD Technical Reference* to gain a full understanding of the new COD system.

MPN and Disclosure Statement

Note: Please refer to the *2003-2004 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference*, page II-1-85 for additional information and business rules for MPNs.

Master Promissory Note

2003-2004 Modifications: The Master Promissory Note (MPN) was implemented in the 1999-2000 award year for Direct Subsidized (Sub) and Direct Unsubsidized (Unsub) Loans. The MPN for Direct PLUS Loans is implemented for award year 2003-2004 and forward.

Starting in 2003-2004, the Master Promissory Note (MPN) is the approved promissory note for Direct Subsidized and Unsubsidized Loans and PLUS loans for all schools. All MPN processes and procedures apply to all loan types.

Note: Please refer to the Implementation Guide found in the *2003-2004 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference* for complete details regarding Direct Loan Master Promissory Notes including electronically signing the MPN.

The Master Promissory Note (MPN) is a legal document requiring the borrower to repay the funds borrowed under the Direct Loan Program. The MPN is the only approved promissory note for Direct Subsidized, Unsubsidized and PLUS Loans for all schools. The MPN must be printed by the school or COD and signed by the student borrower before disbursement (subsidized loan or an unsubsidized loan) or signed by the parent/endorser and student borrower before disbursement (PLUS loan). Schools process MPNs using either multi-year note functionality or single-year note functionality.

The MPN ID prints on the MPN. This identification is used by COD to link loans to the MPN. For printed Sub/Unsub MPNs for 2000-2001 and forward, the format of the MPN ID changed to use "M" as the MPN indicator instead of "S" or "U" in the loan type code field. For printed PLUS MPNs for 2003-2004 and forward, the MPN indicator is "N".

Note: MPNs are linked to a Loan Origination record using the first two letters of the First Name. If the First Name field is blank on the Loan Origination Record or on the MPN, the first two letters of the Last Name are used.

Multi-Year Functionality

Multi-Year use of the MPN applies to all four-year and graduate/professional schools that are not subject to an emergency action or limitation, suspension, or termination (LS & T) action per Direct Loan regulations.

Any school with questions regarding eligibility can contact Direct Loan Operations at (202) 377-3150.

Note: When processing 2003-2004 Subsidized/Unsubsidized loan records, COD is aware of open MPNs generated prior to 2003-2004 and will link loans appropriately.

If a borrower is attending a school eligible for multi-year functionality, the borrower may have only one open MPN for all subsidized and unsubsidized loans disbursed for program year 1999-2000 and forward. For example, the open Sub/Unsub MPN at COD can be a MPN processed for year 2000-2001. The 2000-2001 loans and forward are linked to this open MPN. Since multiple loans are linked to a MPN, the promissory note print sequence number is no longer necessary.

If a school is using multi-year functionality, that school must have a confirmation process in place. Schools are also allowed to adjust upward and downward within an academic year without having to originate a new loan.

If a borrower is attending a school eligible for multi-year functionality, the borrower may have only one open MPN for all PLUS loans disbursed for program year 2003-2004 and forward. All future PLUS MPNs with an approved credit decision can be linked to this PLUS MPN.

An open MPN on file at COD is assigned to the borrower and is not limited for use at a specific Direct Loan school. Therefore, a school using Multi-Year Note (MYN) functionality can use any MPN accepted by COD. Thus, all loans for a student are linked to the same MPN across schools and academic years.

EDExpress MPN Status Determination When Multi-Year Functionality is Used

Determining the MPN Status for schools using multi-year functionality is a two-step decision making process within EDExpress.

First, EDExpress checks for other existing originated subsidized, unsubsidized, or PLUS loans for the student. When another loan exists within EDExpress for a student, EDExpress reviews the MPN Status of the existing loan.

IF…	THEN…
The MPN Status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (A, P, S, M, or T)	EDExpress updates the MPN Status of the originating loan to "T," assumes a valid MPN exists
The MPN Status of the existing loan indicates no valid MPN exists (R or N)	EDExpress sets the MPN Status of the originating loan to "R," ready to print, and a new MPN can be printed

N: Not ready to print (Sub/Unsub only), **R**: Ready to print, **P**: Printed or request to print sent to COD, **S**: Signed & returned (available when current value is P), **M**: Manifested, **A**: MPN Accepted by COD, **X**: MPN Pending, **T**: MPN Exists (available when current value is N, R, P, S or M), **I**: Inactive, **C**: Closed, **U**: Unavailable

When no other loan(s) exist within EDExpress for a student, EDExpress reviews the ISIR MPN Indicator if ISIRs were imported into EDExpress.

IF…	THEN…
The ISIR MPN Indicator indicates an active MPN at COD (A)	EDExpress updates the MPN of the originating loan to "T," assumes a valid MPN exists
The ISIR MPN Indicator is blank or indicates no valid MPN (I, C, N, or U)	EDExpress sets the MPN Status of the originating loan to "R," ready to print, and a new MPN can be printed

N: Not ready to print (Sub/Unsub only), **R**: Ready to print, **P**: Printed or request to print sent to COD, **S**: Signed & returned (available when current value is P), **M**: Manifested, **A**: MPN Accepted by COD, **X**: MPN Pending, **T**: MPN Exists (available when current value is N, R, P, S or M), **I**: Inactive, **C**: Closed, **U**: Unavailable

Single-Year Functionality

If a school is NOT eligible for MYN functionality (i.e., the school is single-year), a new MPN must be generated each academic year for each borrower. A single-year school must use a MPN generated at or for that school only. A single-year school can link multiple subsidized, unsubsidized, and PLUS loans for the same academic year, for the same student, to the same MPN. The academic year start and academic year-end dates must be the same on all loan records linked to a specific MPN.

On the Response, there is a MPN Indicator for subsidized/unsubsidized/PLUS loans. If the loan record has been linked to a MPN at COD, the MPN Indicator is populated with a "Y." Loan records not linked to a MPN on file at COD have the MPN Indicator populated with an "N."

EDExpress MPN Status Determination When Single-Year Functionality is Used

When determining the MPN Status of a loan at a school using single-year functionality, EDExpress looks for other originated subsidized, unsubsidized, or PLUS loans for the student with the same academic year within EDExpress.

IF…	THEN…
No other loans exist for this student within EDExpress	EDExpress sets the MPN Status of the originating loan to "R," ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates do NOT match the loan being originated	EDExpress sets the MPN Status of the originating loan to "R," ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates match the loan being originated and EDExpress reviews the MPN Status of the existing loan: If the MPN Status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (A, P, S, M, or T) If the MPN Status of the existing loan indicates no valid MPN exists (R or N)	 EDExpress updates the MPN Status of the originating loan to "T" and assumes a valid MPN exists EDExpress sets the MPN Status of the originating loan to "R," ready to print, and a new MPN can be printed

N: Not ready to print (Sub/Unsub only), **R**: Ready to print, **P**: Printed or request to print sent to COD, **S**: Signed & returned (available when current value is P), **M**: Manifested, **A**: MPN Accepted by COD, **X**: MPN Pending, **T**: MPN Exists (available when current value is N, R, P, S or M), **I**: Inactive, **C**: Closed, **U**: Unavailable

Note: For schools implementing single-year functionality the ISIR MPN Indicator is not used in the process to determine if a new MPN should be printed.

Importing the MPN Status from COD

When COD accepts the loan, COD links the loan to a MPN, if possible. EDExpress imports the COD Common Record Response file (COMRECOP) containing COD's MPN status for the loan record.

Upon import of the COD response file, EDExpress updates the MPN Status of a loan.

IF COD MPN Status Imported is:	THEN EDExpress Updates to:
A = Accepted MPN at COD	A = Accepted by COD
P = MPN not on file at COD	R = Ready to Print
I = Inactive	R = Ready to Print
C = Closed	R = Ready to Print
Q = Rejected	R = Ready to Print
X = Pending MPN at COD	X = Pending

Valid MPN

Upon system start up for award year 2003-2004, the MPN expiration date calculation performed by the COD system for all MPNs is modified to use the date the MPN is received at COD instead of the date of the first anticipated disbursement. If a student wants to close a MPN, he or she must provide a request in writing to close a MPN to Ancillary Services or to the school. If the closed notification is received at the school, the school must forward the original documentation to COD. COD, upon receipt of the original close MPN notification, closes the MPN. Once a MPN has been closed, no new loans can be linked to it. A new MPN must be generated if new loans are originated. However, all disbursements and booking activities for the loans already linked to the closed MPN continue to be processed by COD.

Note: For 2003-2004, written MPN cancellation requests are mailed to Ancillary Services at the following address:

Common Origination

P.O. Box 5692

Montgomery, AL 36103-5692

PLUS Credit Decision Endorser Override Response

New for 2003-2004: The PLUS Credit Decision Override Response file has a new field for the Endorser Amount. The Endorser Amount is the amount for which the Endorser has agreed to co-sign. When a PLUS loan has an approved Endorser, the PLUS MPN becomes a Single-Loan MPN and no other PLUS loan awards can be linked to that Single Loan MPN. Please refer to the Implementation Guide found in the *2003-2004 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference* for complete details regarding the Single Loan Feature of the PLUS MPN.

Generating Disclosure Statements

Starting in 2003-2004, Disclosure Statements are generated for all loan types (subsidized, unsubsidized, and PLUS loans).

2003-2004 Modification: Disclosure Statements are generated for subsidized, unsubsidized loans and PLUS loans. "S" (School Prints and Sends to Borrower) is a valid value for the Disclosure Statement Print Code in the 2003-2004 Common Record Layout.

Note: Please refer to the Implementation Guide found in the *2003-2004 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference* for complete details regarding Generating Disclosure Statements.

System Options

To help you decide how best to incorporate EDExpress for Windows, consider the following questions.

Pell Grant and Direct Loan Volume	How large is the Pell Grant and Direct Loan volume at your school?
Available Resources	How much of the following resources are available: staff, data processing resources, equipment, and money?
Existing Systems	What existing systems are in place and how easy are they to integrate?
Time Constraints	Is there enough time available for a system to be developed?
Campus Communications	Are there existing means of communication between offices involved in the Direct Loan Program and/or the Federal Pell Grant Program? (These offices could include registrar and bursars.)

The U.S. Department of Education gives you maximum flexibility in fashioning a system solution that best meets your school's needs. As a combination school, you should consider the following options:

EDExpress for Windows

EDExpress for Windows is a comprehensive financial aid management system provided at no cost by the U.S. Department of Education.

- It is a student-based system that allows you to process federal application data, including loading and printing Institutional Student Information Records (ISIRs) received electronically from the Central Processing System (CPS).

- It also computes student award packages, maintains funds, tracks file documents, generates reports, establishes Direct Loan and Pell origination records, prints promissory notes, manages Direct Loan and Pell disbursement data, and reconciles and reports Direct Loan and Federal Pell Grant payment data.

EDExpress supports all the necessary tasks required to participate in the William D. Ford Federal Direct Loan Program and the Federal Pell Grant Program. Schools using this software can refer to the Direct Loan and Pell Desk References or the online Help in EDExpress for assistance.

EDExpress and its desk references along with other documentation are located at **FSAdownload.ed.gov**.

Combination EDExpress/Custom System

You can choose to use any of the processing functions provided by EDExpress in conjunction with external systems or software from another vendor.

EDExpress allows you to import data captured in other on-campus systems (for example, a financial aid packaging system).

You can export data needed by other on-campus systems (such as the school's business office) from the EDExpress database.

Interface with Other Software Systems on Campus

Your other school computer systems, used for registration or accounting, are potential providers of data to EDExpress. EDExpress is designed to import data captured in other systems and is reformatted according to specifications provided in this technical reference. Likewise, data in EDExpress can be exported for use in other on-campus systems.

Benefits to Using EDExpress

If you currently use another system for Direct Loan and Pell processing, consider that EDExpress for Windows V9.1:

- Is already fully XML-compliant to communicate with the COD system

- Translates the flat file that you imported into EDExpress from your mainframe or third-party software upon export to COD

- Converts XML records from COD to flat ASCII and exports them to a flat file for your mainframe or another system on campus

- Offers a powerful SQL-based query function for extracting data

- Uses a friendly Windows interface

- Is proven to work well in combination with mainframe systems

- Is backed by expert technical support

PC Requirements for EDExpress

For PC requirements, see the *Installation Guide for EDExpress for Windows* (year specific), located at **FSAdownload.ed.gov** or contact CPS/WAN Technical Support at **800/330-5947** or **cpswan@ncs.com**.

The Basic Process for Combination Systems

As you review your processing methods and how you currently use EDExpress, or if you are considering using EDExpress, ask these questions:

- What is the source of my data?

- How will I synchronize updates to the data between EDExpress and the mainframe?

- How will I synchronize updates to the data my office shares with other offices on campus?

Every combination school's processing environment is unique. As a simple example, however, the steps for processing Direct Loan records with EDExpress and the COD system in a combination system environment could be similar to these:

1. In EDExpress, import an ASCII file of records from the mainframe using the **Import External Add** function.

2. Update records in EDExpress by importing an ASCII file from the mainframe using the **Import External Change** function.

3. Create or verify MPNs if needed. (These can come from the External Add or Change files.)

4. In EDExpress, create documents (formerly batches).

5. Export the information from EDExpress (is translated to XML format) to COD for origination via the Student Aid Internet Gateway (SAIG) using EDconnect.

6. Import Response file from COD via SAIG using EDconnect.

   Note: The COD System sends one Response document for each Common Record document submitted.

   For Responses received via the SAIG mailbox, schools also have the option to receive a Full or Standard Response to Common Records processed by the COD System. A Full Response contains all the original tags sent by the school and the rejected data elements and reason codes. A Standard Response contains only the rejected data elements and reason codes.

For further information, record layouts and processes, Full Participants should refer to the *2003-2004 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference.*

7. Import the records into EDExpress.

8. If the records and MPNs were submitted successfully and accepted, disburse funds to the students.

9. Export disbursement information to COD.

10. Use the **Query** function in EDExpress to extract student information from the records and print the information to a file or to an e-mail for the bursar's office.

11. Export the updated records to an ASCII file from EDExpress using the **Export External** function.

12. Load the file of updated records to your mainframe or third-party software.

13. If corrections are needed, make changes to the student records and repeat the process.

An example of the steps for processing Pell records with EDExpress and the COD system in a combination system environment could be similar to these:

1. In EDExpress, import an ASCII file of records from your school's system using the **Import Origination– External** or **Import Disbursement– External** function (PGEO).

2. Mark the **Include Records in Next Document Submission** checkbox so the end-of-entry edits will be performed and conflicting information will not be added.

3. Export the data from EDExpress (translated to XML format) to COD via the Student Aid Internet Gateway (SAIG) using EDconnect.

4. Import the Response file from COD via SAIG using EDconnect.

5. Create a file format in EDExpress by marking the fields you want to extract.

6. Use the Query function in EDExpress to extract information from a particular document. See online help text for more information about Query.

Combination System Record Layouts

If you already have student data stored in another system on your campus, you can move that data into EDExpress for Windows. Doing so reduces the time you spend entering data. You can also take advantage of the built-in edits in EDExpress to ensure that your records contain valid data.

Before you move the data, it must be in a format that EDExpress can read. Volume V, Section 3 contains the Direct Loan and Pell record layouts that enable you to format your existing data for importing into EDExpress.

After processing Direct Loan or Pell records with EDExpress, you can create a customized export file to move the data back to your other system or to share the data with your school's other systems. This section also contains instructions for the export process.
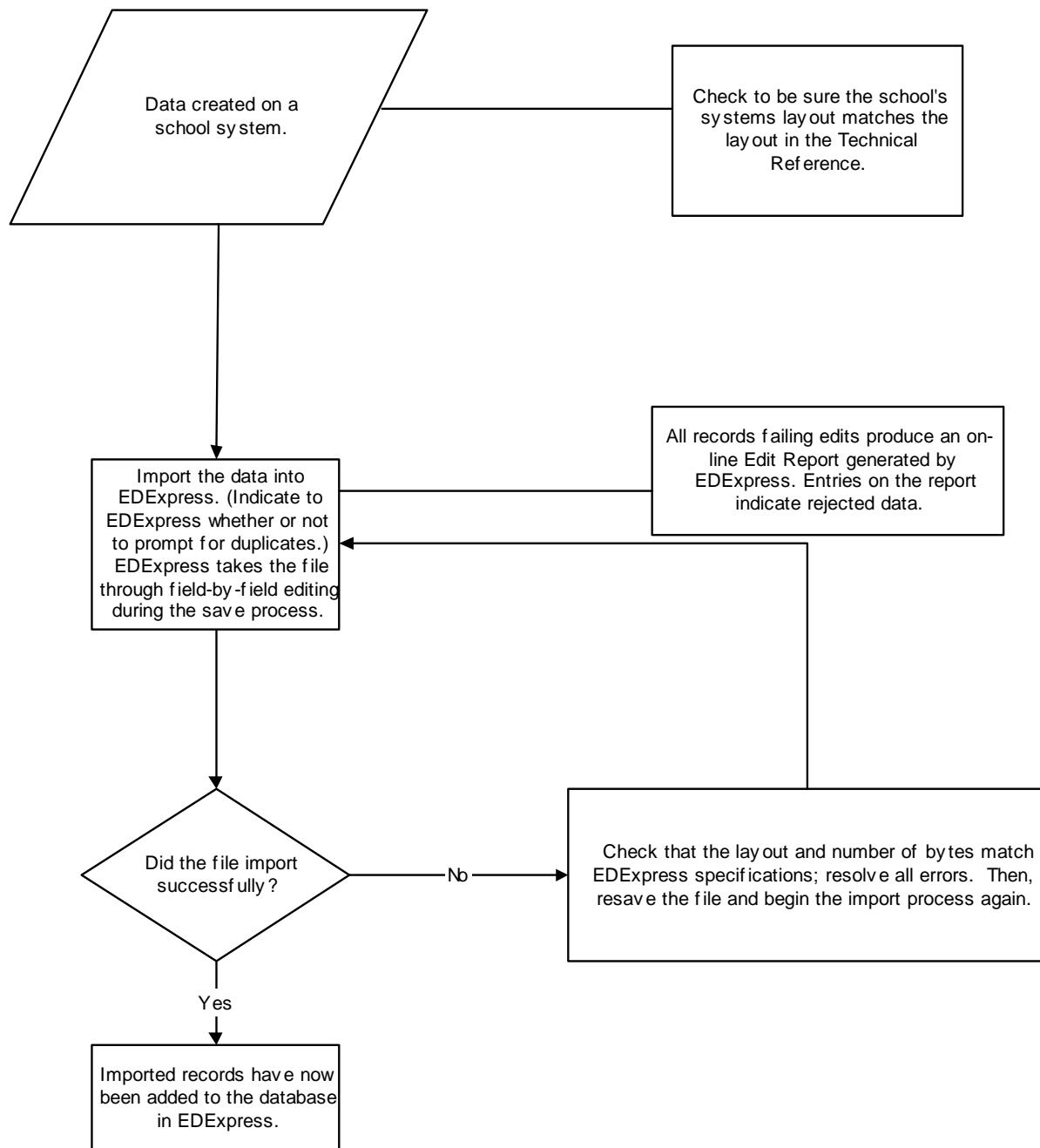
Imports

The import process allows you to quickly move data from your mainframe system to EDExpress or third-party software. Remember, to import data from another system to EDExpress, you must format the data according to the record layouts in Section 3 of this volume.

EDExpress receives data from external systems without a header and trailer record but does require ASCII format, with the end of each record marked with carriage return/line feed characters (ASCII 13 and 10). There is no end of file marker (EOF), only the final carriage return/line feed marker after the last record.

Note: If the file is incorrectly formatted without the carriage return/line feed, the import fails and the following error message displays: *invalid record length.* (You are given the record size of the import file.)

The figure on the next page shows the External Import process.

External Import

Data created on a
school system.

Check to be sure the school's
systems layout matches the
layout in the Technical
Reference.

All records failing edits produce an on-
line Edit Report generated by
EDExpress. Entries on the report
indicate rejected data.

Import the data into
EDExpress. (Indicate to
EDExpress whether or not
to prompt for duplicates.)
EDExpress takes the file
through field-by-field editing
during the save process.

Did the file import
successfully?

No

Check that the layout and number of bytes match
EDExpress specifications; resolve all errors. Then,
resave the file and begin the import process again.

Yes

Imported records have now
been added to the database
in EDExpress.

Import External Add or External Change Records

Here are the basic steps for importing external data into EDExpress for Windows.

1. Select **File**, **Import** from the menu bar.

2. Click the tab of the module you want use (Direct Loan or Pell).

3. Click the down arrow on the Import Type text box to display a list of file types to import.

4. Select the file type.

    For Direct Loan, choose **Loan Data – External Add** or **Loan Data – External Change**.

    For Pell, choose **Origination Data – External** or **Disbursement Data – External**.

5. Confirm that the default filename and data directory you established in Setup appears in the **Import From** box.

    Or, if you want to import from a different filename, click the **File** button to locate and name the file, then click **OK**. EDExpress enters the filename in the text box.

6. Click **Printer**, **File**, or **Screen** as the report output destination.

    If you want to send the report to a file, click the **File** button to locate and name the file, then click **OK**. EDExpress enters the filename in the text box. Remember that if you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.

7. Mark the **Prompt For Duplicates** checkbox if you want EDExpress to display the IDs for records that are duplicates of those already in your database. If you are importing external change records for Direct Loan, skip this step.

8. Pell users: Mark the **Include Records in Next Document Submission?** checkbox if you want EDExpress to set the record "R- Ready" to be sent in the next document submission if they pass end-of-entry edits.

9. Click **OK** to import the file and send the report to the destination you chose. The Database Load statistics dialog box appears.

10. Click **OK** to close the Database Load statistics dialog box. If you chose Screen as your output destination, use the scroll bars to view and click **OK** when you are finished.

11. Review the results. If errors occurred, correct them in your import file, resave the file, and import the file again.

Prompt for Duplicates

If you want to be warned when EDExpress encounters a record in the database with the same ID as a record being imported, mark the Prompt for Duplicates option in the Import dialog box.

EDExpress prompts you for the following actions when it encounters a duplicate record and Prompt for Duplicates is enabled:

- **Skip?** This option skips the current record and the import process advances to read the next record in the file. No updates are made to the current record.

- **Skip All?** This option skips the current record and no updates are made to any of the duplicate records that are found. EDExpress does not prompt you when it finds duplicates during the process.

- **Update?** The update option processes the current record, then advances to the next record and prompts you again when another duplicate record is found.

- **Update All?** This option updates the current record and all other duplicate records throughout the process without warning you of duplicate records found.

Import Edits for Valid Values

As the import progresses, all records are passed through field-by-field edits. EDExpress checks each field for valid content. If any field fails an edit, the record is rejected. The fields causing the rejection and any appropriate invalid value messages are displayed on the Import Edit Report.

All records that successfully pass the valid values edits are saved to the EDExpress database.

End-of-Entry Edits

During the External Import process, EDExpress passes the data through these edits. If any edit is set or hit, an error message appears on the Import Edit Report at the end of the process. You may also see "Invalid Value" errors on this edit report. If this type of error appears, go to the data element in the record layout and refer to the "Valid Values" column in the record layout for help in resolving it.

Correcting Errors

Invalid or missing data must be updated on the external system. You must then recreate the External Add or Change record and re-import it into EDExpress.

If you are importing only to add previously rejected records, you can reuse the original import file after updating the rejected records. You do not need to remove the previously accepted records from the import file. EDExpress skips these records unless you use the Prompt for Duplicates option to choose a different action.

As with the original import, the corrected records run through the edits again. If they pass all edits, EDExpress saves them to the database. The correction and re-import process can be repeated until all errors are resolved.

Import Edit Report

An Import Edit Report is created for each file of imported records. This report identifies rejected records and provides statistics on the number of records added to the database.

Direct Loan

This section contains information on processing Direct Loans using EDExpress in combination with your school's system.

Note: In the COD process, a Loan ID is referred to as an Award ID. For Phase-in Participants, the term Loan ID will continue to be used. However, be aware that the terms Loan ID and Award ID are synonymous.

External Import Add

When importing new records to the Direct Loan database in EDExpress, you must create a file of borrower records according to a standard file layout. See the External Import Add record layout in this volume for layout and file creation specifications. The school creates a file and names it message class **DIEA04OP** for this import.

If the record passes reject editing and a loan ID is not specified in the import file, the loan record is added to the EDExpress database and a 21-digit Loan ID is assigned. The Loan ID is important to systems interfacing with EDExpress, because it is needed when making changes to existing records.

When a loan record is imported, EDExpress searches for records with an identical student SSN, Loan Type, Program Year, and Direct Loan School Code. If there is no match, EDExpress assigns 001 as the Loan Sequence Number.

More about the Loan Data Add File Layout

Certain borrower information is required before you can originate a loan. This information includes data about the borrower such as the name, address, date of birth, citizenship, and year in college. Also, it includes information specific to the loan, such as the loan amount approved, loan period start and end dates, and assumed MPN status. When creating the import file, please refer to the column marked "required field" in the External Import Loan Origination Add file (DIEA) record layout.

EDExpress performs the origination process for all records containing all of the required origination fields. This step is performed during the import process for all records with a loan origination status of N.

If your school chooses to fill field #1 with a pre-assigned loan ID, you can assign any loan sequence number (001-999). However, we strongly recommend that you start the loan sequence number creation with 001 and do not start with 101.

External Import Change

This type of import allows you to submit changes from your school's systems to the EDExpress Direct Loan database. To do this, as with originations, you must create a file of borrower records according to a standard file layout. Use the External Import Change record layout and the table of Loan Origination Import Change Field Numbers to create your change record. These can be found in this volume of the 2003-2004 *COD Technical Reference*. The school creates a file using message class **DIEC04OP** for this import.

Each record must contain the borrower's loan ID, the field number of the field to be updated, and the updated value.

To import most efficiently, you should import the records in Social Security Number order, and the fields to be updated within each change record should appear in numerical order. For example, if you are changing fields S013 (Borrower's Telephone Number) and S101 (Student's Local Address City), field S013 should appear first in the change record, followed by field S101.

Each change record contains space for up to 10 data element changes. Multiple change records can be imported for a Loan ID if more than 10 changes are required. For example, if you have 14 changes, put 10 in the first and 4 in the second, and import both records to process all 14 changes.
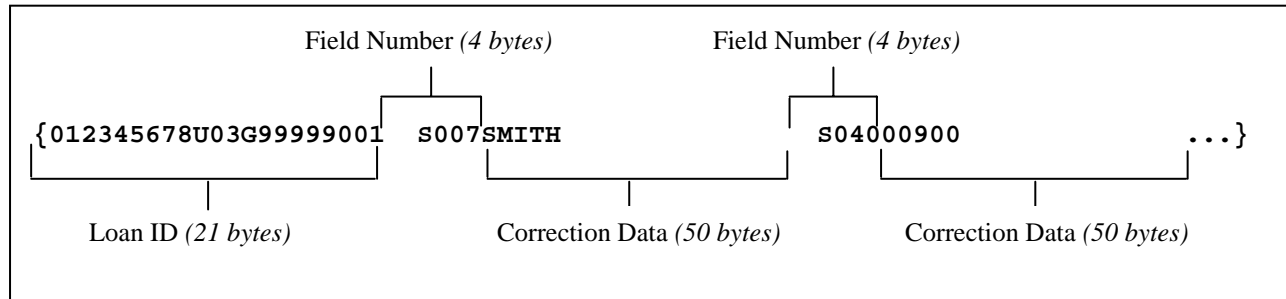
Formatting Corrected Values

Corrected values must be left-justified within the 50-byte change value field. Numeric fields are left–justified and blank-filled up to the maximum number of positions for that field. For example, when correcting a 5-byte numeric field to a value of "900," the correction record would display 00900 with 45 blank spaces.

Example:

Two changes are submitted to a loan record whose ID is 012345678U03G99999001:

- a change in the borrower's last name to SMITH, and

- a change in the 1st disbursement Edit Only gross amount to $900.

The following would be the contents of the change record excluding the create time, batch number, and User ID fields at the end of the record:

```
                    Field Number (4 bytes)        Field Number (4 bytes)

{012345678U03G99999001   S007SMITH                 S04000900              ...}

      Loan ID (21 bytes)              Correction Data (50 bytes)     Correction Data (50 bytes)
```

Importing Actual Data into EDExpress

You can create a change record to import actual disbursement data from an external institutional system into EDExpress. To do this, use the External Import Change record layout (DIEC04OP) in this volume of the *2003-2004 COD Technical Reference*. The change record should include the following data elements:

Field	Change Field Number
Loan ID	N/A
Sequence Number	N/A
Disbursement Number	D003
Transaction Date	D004
Action Type (Actual Disbursement)	D006
Action Amount (Actual Disbursement)	D007
Actual First Disbursement Change Flag	D008

Disbursement Action Types

The gross, fee, interest rebate, and net amounts are sent to COD for all Edit Only and Actual Disbursements. Disbursement records can be recorded in EDExpress by entering either actual gross or net amounts. EDExpress calculates the other amounts.

You indicate whether disbursements are entered using the gross amount or net amount in Direct Loan System Setup. Once a disbursement is entered into EDExpress using a disbursement gross amount or a disbursement net amount, all Actual Disbursement records for that loan must be entered using the same method.

In addition to entering the amount of a disbursement, the disbursement number and the action date, you must enter the Action Type field. This field tells EDExpress what the amount represents.

The following chart describes the Action Types available.

Description	Action Type
Enter **Gross** or **Net Amount** of the disbursement	D
Enter **Gross** or **Net Amount** of the adjustment	A
Use Edit Only Disbursement amounts in the Edit Only Disbursement grid to enter **Gross** or **Net** Amounts to the Actual Disbursement grid	U
Enter **Net Adjustment Amount (positive or negative)** of the adjustment	N
Adjusted Disbursement Date	Q

Sequence of Disbursement Records

Disbursement records should occur in the file grouped by Loan ID. The records must be sorted within Loan ID by Disbursement Number and Disbursement Sequence Number. For example, a loan has one actual disbursement and two adjustments. Record type D should precede record type A, and the two adjustments (record type A) should be in ascending date order.

For the import to work most efficiently, you should create the file so that the records are imported in transaction date order. If you have more than one record for a single transaction date, they should be sorted in Social Security Number order.

Remember, disbursement activity must be submitted to COD **within 30 days** of the transaction date.

Inactive Loan Process (Adjustments to Zero)

Individual disbursements and the Loan Amount Approved can be adjusted to zero. This process provides you the flexibility to increase the loan by simply recording and sending COD an upward adjustment if the loan or disbursement is to be reactivated after being adjusted to zero.

When you select the Inactive flag in EDExpress, a dialog box appears with two options. Option 1 marks the loan inactive and no longer displays the loan on reports. The Loan Amount Approved and Edit Only Disbursement are not adjusted by this option. Option 2 marks the loan inactive, no longer displays the loan on reports, adjusts the Loan Amount Approved to zero, and adjusts all Edit Only Disbursements to zero. The selection of Option 2 also generates all necessary change records to be exported to COD.

Note: If the sum of Actual Disbursements is changed to $0, EDExpress displays a message suggesting that you may also want to change the Loan Amount Approved to $0. If you only adjust the disbursement down to zero without adjusting the Loan Amount Approved appropriately, the student's loan data at NSLDS may not be reported correctly.

The following scenarios demonstrate this process:

Scenario A

Description: School A needs to cancel an entire loan and *no* Actual Disbursements have been made. Then, at a later date, the school needs to reactivate the loan.

Step 1: Reduce the Loan Amount Approved to $0 or mark the loan Inactive and select the option to reduce the Loan Amount Approved to $0.

Step 2: Save the record.

   Note: The process within EDExpress reduces each Edit Only Disbursement to $0.

Step 3: Export the Direct Loan data document that contains the change to the Loan Amount Approved and all Edit Only Disbursements to COD.

Step 4: Increase the Loan Amount Approved to the appropriate amount, which resets the Inactive Flag to active, in case you need to reactivate this loan.

Step 5: EDExpress recalculates the Edit Only Disbursements.

Step 6: Export the Direct Loan data document that contains the change to the Loan Amount Approved and all Edit Only Disbursements to COD.

Scenario B

Description: School B needs to cancel an entire loan and *no* Actual Disbursements have been made. The school never has a need to reactivate the loan.

Step 1: Reduce the Loan Amount Approved to $0 or mark the loan Inactive and select the option to reduce the Loan Amount Approved to $0.

Step 2: Save the record.

> **Note:** The save process within EDExpress automatically reduces each Edit Only Disbursement to $0.

Step 3: Export the Direct Loan data document that contains the change to the Loan Amount Approved and all Edit Only Disbursements to COD.

Scenario C

Description: School C wants to cancel an entire loan, but Actual Disbursements have been made. Then, at a later date, the school needs to reactivate the loan.

Step 1: Adjust all Actual Disbursements to $0 and send in a disbursement record that contains the adjusted disbursement amount to COD.

Step 2: At the same time, reduce the Loan Amount Approved to $0 or mark the loan Inactive and select the option to reduce the Loan Amount Approved to $0.

Step 3: Save the record.

> **Note:** The save process in EDExpress reduces each Edit Only Disbursement.

Step 4: Export the Direct Loan data document to COD, which contains the change to the Loan Amount Approved and all Edit Only Disbursements.

> **Note:** This change record (Step 3) can be forwarded to COD at the same time the Disbursement Record in Step 1 is forwarded to COD.

Step 5: (As in Step 3 for Scenario B above) Increase the Loan Amount Approved to the appropriate amount if you need to reactivate this loan.

Step 6: Enter the recalculated Edit Only Disbursements. A Direct Loan data document is sent to COD to report the new amounts.

Step 7: Adjust the appropriate Disbursement number back up to the disbursement amount if an Actual Disbursement is to be recorded. A disbursement record is sent to COD to report the new Actual Disbursement amounts.

Scenario D

Description: School D wants to only cancel individual Actual Disbursements:

Step 1: Adjust the individual Actual Disbursements to $0.

Step 2: Export the Direct Loan data document that contains this adjusted disbursement to COD.

Step 3: Reactivate this disbursement by entering an upward adjustment to that same disbursement, then export the Direct Loan data document with the new amounts to COD.

Prompt for Duplicates

If you marked the Prompt for Duplicates checkbox in the Import dialog box and EDExpress discovers a record with the same student SSN, Loan Type, Program Year, and Direct Loan School Code as on a record being imported, it proceeds according to the action you select. For example, when you select:

- **C** (Create All), EDExpress creates a new loan record when a duplicate record is found and assigns it the next highest Loan Sequence Number.

- **N** (Skip Duplicate Record), EDExpress skips the duplicate. The record is skipped and counted on the Import Edit Report as a skipped record.

Loan Types in the Database

EDExpress maintains separate records for each borrower loan type. For example, if a borrower is approved for a subsidized loan, unsubsidized loan, and PLUS loan, three records are imported to EDExpress, one for each loan type. For each imported record, a record is established in the Loan Origination database.

For all loan types, the Loan Origination database maintains demographic information about the borrower. In addition, student demographic information is maintained for PLUS loans.

Loan Period Codes

Here are some notes regarding imported Loan Period Codes in EDExpress:

- You can include a Loan Period Code without including the Loan Period Start/End dates, Academic Year Start/End dates, or the Edit Only Disbursement dates (Loan Period Code must already be included in your Disbursement Profile Setup).

- You can include a Loan Period Code with corresponding Loan Period Start/End dates, Academic Year Start/End dates, and Edit Only Disbursement dates (EDExpress adds this Loan Period Code, Loan Period Start/End dates, Academic Year Start/End dates, and Edit Only Disbursement dates to your Disbursement Profile Setup).

- You can include Loan Period Start/End dates, Academic Year Start/End dates, and Edit Only Disbursement dates, without a Loan Period Code (EDExpress creates a generic Loan Period Code in your Disbursement Profile Setup).

Pell

This section contains information on processing Pell awards using EDExpress in combination with your school's system.

Once you set up the Reporting Campus option in the Pell module of EDExpress, you can import external origination or external disbursement files from another system. Records can be set to Ready to Batch when you import these external files.

External Origination Add/Change Record

This layout designates the data elements that are required for the origination record type. It is used by external automated systems to add and change origination award records in your EDExpress database. The detail of each record is based upon a set of predefined field elements. EDExpress creates a file in message class **PGEO04OP** for this import.

Note: Changes to the Origination record use the same record layout and apply to the entire award period. More information on the External Origination Add/Change Record is found in *2003-2004 COD Technical Reference, Volume V, Section 3-Combination System Record Layouts*.

External Disbursement Add/Change Record

This layout designates the data elements that are required for the disbursement record type. It is to be used by external automated systems to add and change disbursement records in the EDExpress database. The detail of each record is based upon a set of predefined field elements. EDExpress creates a file in message class **PGED04OP** for this import

Note: Changes to disbursement records use the same layout. More information on the External Disbursement Add/Change Record is found in *2003-2004 COD Technical Reference, Volume V, Section 3-Combination System Record Layouts*.

Include Records in Next Document Submission

If you select Include Records in Next Document Submission in the Import dialog box, EDExpress applies end-of-entry edits to the origination records. They are reviewed for the integrity of their content before they are saved to the Pell database. The origination status of all records that meet the conditions of all required edits is then set to R-Ready to Export.

Records that contain inadequate information are rejected and the import report displays the details of the failed edit condition. Users are not able to set the record to the R-Ready to Export status until it is changed to conform to edit specifications.

If you do not select Include Records in Next Document Submission, you must use the Multiple Entry feature in EDExpress or set the origination records to R-Ready to Export one at a time. See the online Help in EDExpress for information on Multiple Entry.

Disbursement records that successfully pass valid field content edits are systematically added to the Pell database at the R-Ready to Export Status. Therefore, the option to include them in the next document submission is not necessary.

Resolving Edits

To resolve field-by-field edits or data element edits, refer to the Valid Values column in the record layout and the End-of-Entry Edits table at the end of this section.

Import Edit Report

At the completion of the import process, an Import Edit Report is generated. The Import Edit Report gives record level detail as well as summary information for the outcome of the import file. The following statuses are printed in summary at the end of the report.

Records Added	Total of 1st time records added
Records Read	Total of all records read
Records Updated	Total of records changed
Records Rejected	Total of records with errors
Records Skipped	Total of records disregarded

File Formats

File Formats is a utility in EDExpress that helps you export data to your school's system. The first step is to choose the fields you want to export. Next, use File Formats to arrange the fields into a format for the export file. Finally, use the Export function in EDExpress to create the export file.

Each file format is identified by a two-character code that you define and the specific fields you select from the File Formats dialog box. The order in which you select the fields display in the Sequence column and indicate the sequence in which the fields appear in the exported file.

Files exported out of EDExpress using File Formats can be exported as standard fixed-length files or each field can be separated by a delimiter. When exporting a file, if you choose fixed-length, the system exports the file in a standard layout, with each field exported into a specific field position within the layout. If you choose comma, tab, or custom delimiter, the software exports the file with each field separated by the chosen delimiter. Some systems may find it easier to import the file with a selected delimiter, rather than using a fixed-length layout for all exports.

For more information on File Formats, see the online Help in EDExpress.

Create File Formats

The specific steps for creating file formats in EDExpress follow.

1. Select **Tools**, **File Format** from the menu bar.

2. Click the module for which you want to create the file format.

3. (Optional) If you have previously created file formats, click **Add**.

4. Type a two-character format code for the file you are creating (the code must be unique).

5. Type a description of the format you are creating.

6. Click the down arrow on the right to scroll through the list of fields.

7. (Optional) If you want to select all the fields, click **Select All**.

8. (Optional) If you want to select specific fields, mark the checkbox next to the fields you want to select.

9. Click the **Resequence** button to shift all selected fields to the top of the list for easy viewing. Click **OK** to continue.

10. Click **Save** to save the format, then click **OK** to continue.

11. (Optional) Click **Add** and repeat steps 3 through 10 to add more formats.

12. Click **OK** to return to the EDExpress main window.

Exporting Pell and/or Direct Loan data to your External Systems

The Export function in EDExpress allows you to extract the data you need, in a format you create, for whatever purpose you choose. For example, when you receive responses for the disbursement records you sent to COD, you can create an ASCII file from the data that contains only the information needed by your business office to update student accounts.

Consider the following scenario:

The Business Office at your school wants to pay all the Pell recipients. They want a list of the Pell recipients and their disbursed amount, not the student's entire financial aid record, and they want to use the data on their mainframe computer. You find you can accommodate their request easily by exporting the data from EDExpress. You would follow these steps:

1. **Identify the fields** on the Pell Grant record that will collect the information the Business Office needs.

2. **Create a file format** that contains those fields using the File Formats tool in EDExpress. To create the file format first, you assign a code to the file format and enter a description so that you can identify it. Then you select the data fields you want to be included in the file format from a menu. (See "File Formats" earlier in this section and the online Help in EDExpress for information about creating and using file formats.)

3. **Assign a code** to the file format and enter a description so that you can identify it.

4. **Export the data**. When you begin the export process, you select the records you want to export using queries. You also select the format code so EDExpress knows which format to use. In other words, EDExpress exports exactly the data you specify, from only the records you select. The data you export is always in ASCII format. The Business Office staff told you that having the file delimited by tabs would make moving the data onto their mainframe much simpler, so you choose the Tab Delimited option in the Export to File dialog box and proceed with the export.

5. **Print the format** you used to export the data and give the printout to the Business Office's computer system administrators. The format lists the fields you selected. When the administrators match the format to the exported data, they can identify the data elements in each student's record.

Header and Trailer Records

Because each school's system has unique requirements for importing data files, the export files created by EDExpress for use by external systems are created without header or trailer records attached. If needed, the appropriate header or trailer records must be created by your school's system upon import.

Also, these export files are created in ASCII format and the end of each record is delineated or marked with carriage return/line feed characters (ASCII 13 and 10). There is no end of file marker (EOF), only the final carriage return/line feed marker after the last record.

Remember that before you can export external data, you must first establish file formats to format the data for the external systems that will use it. Each file format is identified by a code. Select Tools from the EDExpress menu bar to access the File Format function.

Export Data to an External System

The specific steps for this process in EDExpress follow.

1. Select **File**, **Export** from the menu bar.

2. Click the tab for the module from which you are exporting data (Direct Loan or Pell).

3. Click the down arrow on the Export Type text box to display and select from a list of data types to export.

   For Direct Loan, select **External Loan Data**.

   For Pell, select **External Export**.

4. Confirm that the default filename and data directory you established in Setup appears in the Export To box.

5. (Optional for Direct Loan) Set Export Status to **Y** (Yes), **N** (No), or **B** (Both). Export Status refers to the Export to External flag in the database. Choosing Export Status as Y on the export screen exports all records with the Export to External System flag set to Y. Once the export process completes, this flag is set to N.

   Type the code of the file format you want to use in the Format Code text entry box in the lower portion of the screen. Or, click the **ellipsis (...)** button to open the File Format grid and select a code from the list. Click the code you want to use, then click **OK** to return to the Export dialog box. (See "File Formats" later in this section and the online Help in EDExpress for information about creating and using file formats.)

6. (Optional) Click the **Select Delimiter** option and choose the delimiter method you want to use to separate the data in your file. If you chose to use a custom delimiter, type the character/string you want to use in the Custom Delimiter entry box.

7. (Optional) Click the **Selection Criteria** button to narrow the group of records you want to work with. When you are finished, click **OK**.

8. Click **OK** to export the file. EDExpress exports the file to the file shown in the Export To box, and an export statistics dialog box appears.

9. Click **OK** to close the export statistics dialog box.

The Query Function

EDExpress contains a powerful SQL-based query function that offers you great flexibility in locating and extracting information from the records in your database. It enables you to create files tailored with information, for example just for the business office, or to print reports that identify specific student populations.

General information on Query follows. For more detailed information, see the online Help in EDExpress.

What is a Query?

A query is a request for certain records from your EDExpress database. It identifies records meeting certain criteria that you specify. Queries are used in functions like Print and Export to select specific groups of student records from all the records in the database. Some queries have fixed values or different values can be entered each time you use the query.

Why Create a Query?

Use a query any time you want to work with a subset of all the records on your database. For instance, you may want to print a list of seniors to whom you have disbursed Pell. Or, you might want to create unsubsidized loan records for all dependent students with parent's credit decisions of credit denied.

Queries are used in all modules of EDExpress to perform specific functions, such as printing and exporting. Generally, any time working with a subset of records makes sense, EDExpress provides the option to use a query. Queries are available in any dialog box where the Selection Criteria button is enabled.

Simple Query Statements

A query statement has three components:

- Data field

- Operator

- Value

Query Examples

Example of a Direct Loan Query

For a Direct Loan example, if you want to find all **first year, incoming students** with an approved loan amount of **less than $2,000**, the query statement may look like this:

(GRADE LEVEL IN COLLEGE <= "0") AND (LOAN AMOUNT APPROVED < 2000)

Example of a Pell Grant Query

For a Pell Grant example, if you wanted to find all students who are **residents of Missouri**, who received the **maximum amount** of Pell Grant funding, the query statement may look like this:

(STUDENT'S STATE OF LEGAL RESIDENCE = "MO") AND
(AWARD AMOUNT FOR ENTIRE YEAR = 4000)

You can build queries like these easily in EDExpress by selecting fields, operators, and values from lists. Help for the valid values for all fields is available on the Query screen.

Predefined Queries

To get you started, EDExpress offers sets of queries that are commonly used in Direct Loan, Pell, and the other modules of the software. You can use these predefined queries as they are, or as templates for building other queries useful to your school and the way you process data.

When you open the Query dialog box for the first time, you will see that the predefined queries are stored as the first set of records in the Query database. You will know a query is predefined if you see "PREDEFINED QUERY" in the upper right corner of the Query dialog box.

You cannot change a predefined query, but you can create new queries using predefined queries as templates. Here are the steps for creating a new query from a predefined query:

1. Select **Tools**, **Query** from the EDExpress menu bar.

2. Click the tab of the module you want to use.

3. Use the **arrow buttons** in the database buttons box to locate the predefined query you want to use for a template.

4. Type a new title for the query. You can modify and save a predefined query only if you rename it. Click Save to establish the new query. "PREDEFINED QUERY" no longer appears for this new, added query.

5. Modify the query. Click any line to select it and change the Field, Operator, or Value. Then click the **Change** button.

6. You can also delete lines or add new lines to the query. To add new lines, select the line that should appear *after* the new line. Specify the Field, Operator, and Value for the new line, then click **Append**. Use the other buttons located around the Criteria box to fine-tune the query statement if necessary.

7. Click **Save** to save the query, then click **OK**.

8. Click **OK** to close the Query dialog box or click **Add** to create another query.

See the online Help in EDExpress for a complete list of predefined queries.

Create a Query

The specific steps for the process in EDExpress follow.

1. Select **Tools**, **Query** from the EDExpress menu bar.

2. Click the tab of the module for which you want to create a query (Direct Loan or Pell).

3. Click the **Add** button.

4. Type a descriptive title for the query.

5. Select a field from the Field list. You can type the first few letters of the field name to find the field names that begin with those letters.

6. Click the down arrow in the Operator field to select an operator.

7. Type a value for the field. Click the **Value Help** button to see the valid values for the field.

   If you want to be prompted for a value at the time you use the query, do not specify a value for the query statement. Instead, click the **Prompt at Execution** checkbox.

8. Click the **Append** button to add the query statement to the Criteria box.

9. (Optional) Click the **And** button or the **Or** button to add another statement to the query. Repeat steps 5-8 until you have added all statements for the query, then continue with step 10.

10. Click **Save** to save the query, then click **OK**.

11. Click **OK** to close the Query dialog box or click **Add** to create another query.

Combination System Edits

Volume V, Section 4 contains Direct Loan and Pell Grant EDExpress edits. They are provided in a table format and are listed by edit number. The field name, table, condition, and message associated with each edit are also provided.

Example End-of-Entry Edits and Resolution Steps

The following End-of-Entry Edits are commonly encountered whenever External Origination or Disbursement Add data is imported into Direct Loan and Pell. Please refer to these example edits for resolution help.

Direct Loan General End-of-Entry Edits

Edit 1025 All current and future disbursements must be adjusted to $0 prior to changing default status to (Y)es.	**Description:** This edit occurs if the change record importing the Borrower Default On Education Loans is set to a Y and an actual disbursement exists. **Resolution Steps:** EDExpress prompts you to adjust the actual disbursement to $0 (Disbursement tab) and set Default on Student Loan to Y (Loans tab). Or, you can correct the Import Change file to include the correct data. Once corrected, the changes are ready to send to COD.
Edit 1060 Loan Amount Approved may not be greater than the Loan Amount Requested	**Description:** If making an external change to a PLUS loan for the amount approved, this edit checks that the amount approved is not greater than the amount requested. **Resolution Steps:** You can correct these amounts on the Loans tab, or you can correct the Import Change file. Once corrected, the changes are ready to send to COD.

Direct Loan General End-of-Entry Edits (Continued)

Edit 1180 Edit disbursement must be in ascending order.	**Description:** This edit indicates the Disbursement Edit Date is in error, because the dates imported were out of order. **Resolution Steps:** You can correct this by importing an Actual Disbursement Date that occurs prior to the first Actual Disbursement Date. Once the date is corrected, you can re-import data to update the record in EDExpress, or you can make the change in the record in EDExpress and then send the change to COD. Once corrected, re-import data to update the record in EDExpress or to make the changes in the record in EDExpress and send the change to COD.
Edit 1215 This loan is currently Inactive. You must remove the Inactive Flag before making any disbursements.	**Description:** This edit looks at the Inactive Loan flag. If the Inactive Loan checkbox is marked, updates to Actual Disbursements are not allowed. **Resolution Steps:** Check the Inactive Loan flag in the Loan Information box on the Loans tab. If the loan should be active, you can unmark the Inactive Loan checkbox and then make changes to the disbursement fields.

Direct Loan Origination End-of-Entry Edits

Edit 1010 Parent's date of birth may not be the same as the student's date of birth.	**Description:** You receive this error when the student's date of birth is the same as the parent's date of birth on a PLUS loan. **Resolution Steps:** Correct either the student's date of birth or the parent's date of birth.
Edit 1035 Graduate students cannot be dependent.	**Description:** You receive this error if the dependency status = D for dependent and year in college is six or seven. Graduate students cannot be dependent. **Resolution Steps:** Either change the dependency status or the year in college.
Edit 1125 Loan Period Start Date must be prior to Loan Period End Date.	**Description:** You receive this error if the Loan Period End Date is less than or equal to Loan Period Start Date. **Resolution Steps:** Correct this error by adjusting the Loan Period End Date.

Direct Loan MPN End-of-Entry Edits

Edit 1065 MPN/Promissory Note Status may not be changed to S (Signed) from any status other than P (Printed) or from any status other than R (Ready) when the Prom Note Print Indicator is F (On-site - Custom System).	**Description:** You receive this error: (1) If the MPN Status is changed to S and the current MPN status is not P, or (2) If the current MPN status is not an R and the Prom Note Indicator is F (On-site Custom System). **Resolution Steps:** Change the status to P, then change the status to S.
Edit 4006 MPN Status may not be changed to T (Exists) when the current status is not N, R, P, S, or M.	**Description:** You receive this error when the MPN status is changed to T, and the Loan Type is S or U, and the current MPN status is not N, R, P, S, or M. **Resolution Steps:** Change the current MPN status to R or P. Then, change the MPN status to T.

Pell Origination End-of-Entry Edits

Edit 1200-1211 Award amount exceeds payment amount ceiling.	**Description:** EDExpress validates the student's Award Amount for the Entire School Year based on the student's EFC, Academic Calendar, Cost of Attendance, and Enrollment Status or Weeks/Hours used to calculate payment. If the Award Amount for the Entire Year in the External Origination Add file is greater than the EDExpress calculated amount, the record will not import. **Resolution Steps:** Confirm each record has the correct Award Amount for the Entire School Year in the External Add file. Payment Methodology and Academic Calendar – When calculating Award Amounts, you must use the correct Payment Methodology and Academic Calendar combination. EDExpress has a variety of edits that ensures consistent and accurate Award Amounts, provided the values are correct.
Edit 1550 Student's Date of Birth (Demo tab) cannot be blank.	**Description:** This edit results when the student's Date of Birth in the External Origination Add field is blank. **Resolution Steps:** Add the student's Date of Birth in CCYYMMDD format to the External Add file.

Pell Disbursement End-of-Entry Edits

Edit 1302 "W" Verification Status – student should receive only ½ of the Scheduled Award Amount.	**Description:** EDExpress rejects the Disbursement Record and displays Edit 1302 if the Disbursement Amount in the External Disbursement Add file is greater than one half of the Scheduled Award and the Verification Status Code is "W." **Resolution Steps:** To correct this edit, the External Add file must contain a disbursement amount that is equal to or less than one-half the Award Amount for the Entire School Year. When the Verification Status Code in the Pell Grant tab has been accurately updated and accepted by COD, an External Add file with another payment can be imported.

Pell Disbursement End-of-Entry Edits (Continued)

Edit 1520 Current date cannot be more than 7 days prior to the Disbursement date. **Edit 1530** Current date cannot be more than 30 days prior to the Disbursement date. **Edit 1540** Current date cannot be more than 0 days prior to the Disbursement date.	The U.S. Department of Education assigns a Funding Methodology to schools which indicates when a school can disburse funds. More information on the Processing Options and Funding Methods can be found in the *2003-2004 COD Technical Reference, Volume VIII: Appendices, Section 2-Funding Methods,* page VIII-2-7 for Direct Loan and page VIII-2-8 for Pell. **1520 – Description:** This edit applies to Just-in-Time Funding, Pushed Cash, or Cash Monitoring 1. When the current date is more than 7 days prior to the disbursement date and the Disbursement Release Indicator (DRI) is set to true. **Resolution Steps:** To correct this edit, enter a disbursement date that falls between 06/21/2003 to 09/30/2008 and is no more than 7 days greater than the current date. **1530 – Description:** This edit affects Advanced Funding (MC1). The current date is more than 30 days prior to the disbursement date and the Disbursement Release Indicator (DRI) is set to true. **Resolution Steps:** To correct this edit, enter a disbursement date that falls between 06/21/2003 to 09/30/2008 and is no more than 30 days greater than the current date. **1540 – Description:** This edit applies to Cash Monitoring 2 or Reimbursement. The current date is greater than the disbursement date and the Disbursement Release Indicator (DRI) is set to true. **Resolution Steps:** To correct this edit, enter a disbursement date that falls between 06/21/2003 to 09/30/2008 and matches the current date.

Combination System Message Classes

Volume V, Section 2 contains Direct Loan EDExpress and Pell Grant EDExpress message classes. They are provided in a table format and are listed by message class.

How to Read the Message Class Tables in Section 2

The first four characters of the message class identify the type of data. The number "04" in the message classes represents the year indicator for the 2003-2004 cycle year. For the External Add and Change files, the message classes that end in an **OP** are for imported documents and those that end in an **IN** are for exported documents. "N/A" means that this does not apply to this Document.

Note: In the COD process, a Batch ID is referred to as a Document ID. For exchanges between a mainframe and EDExpress, the term "batch" is still used. However, be aware that the terms Batch ID/Type and Document ID are synonymous.

The message class is followed by the following information:

- Sent or Received by School,

- Batch Type,

- Data Description, and

- Record Length.

Documents (Batches)

The COD Process begins when a Full Participant school submits a Common Record. For the 2003-2004 Award Year, the Common Record is submitted by Full Participants in one of three ways:

- **Document (Batch) Submission** (Note: This is the option for EDExpress users.)

- On-Line Submission via the COD Web site

- Direct transmission via the Enterprise Application Integration (EAI) Bus

EDExpress in combination with EDconnect and SAIG allows users to participate in the COD System via the document submission process. For questions regarding the other two submission options, please refer to *2003-2004 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference*.

Note: For 2003-2004, Batches are referred to as Documents throughout the EDExpress software.

Document (Batch) Submission

All Common Records sent in document mode are submitted to COD's SAIG mailbox. The EAI Bus performs periodic sweeps of COD's SAIG mailbox and transmits the Common Record data to the COD System.

EDExpress will continue to export Direct Loan and Pell files with document headers and trailers. The document header contains a Document ID (formally Batch ID) that is unique to the export document.

For more information regarding transmitting to SAIG, refer to the *SAIG Host Communication Guide* at **FSAdownload.ed.gov**.

The Document (Batch) Integrity Rule

EDExpress requires document integrity. As a result, COD returns a response for every Pell or Direct Loan record submitted by the school. If a school submits a document with 1,000 Pell records, COD returns a response corresponding to only those 1,000 records. The response file always contains the same Document ID originally submitted by the school.

Tracking Document IDs

Schools should track Document IDs on their systems. The EDExpress software provides document-level tracking capability through the **Browse** feature located within the Tools menu option. You can track both Pell and Direct Loan submissions with the Document Activity grid through this system option.

All Document IDs transmitted to COD using EDExpress have the same format and are 24 characters long. The format is:

CCYYMMDDHHmmssff99999999

This format contains the current system date, time, and the Source Entity ID from the Direct Loan or Pell System Setup. All of the document identifiers are listed within the Combination System Message Class table.

Note: The Combination System Message Class table, along with other message class information, such as document identifiers, are found in *Section 2—Combination System Message Classes* within this volume.